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82-8013

82-2100

OC M82-875  
25 AUG 1982

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Administration

FROM: [REDACTED]  
Director of Communications

SUBJECT: FY-83 Recruitment Requirements

1. On 11 August 1982, a meeting was conducted with Messrs. [REDACTED] of your Office to discuss the Office of Communications' (OC) technical and professional recruitment requirements for fiscal year 1983. As you are aware, some variance has existed between our estimate of external recruitment needs and that proffered by your Office. We found this variance to be partially a matter of terminology and partially due to the fact that some of our anticipated FY-83 requirements have not as yet been formalized. (C)

2. At the conclusion of our meeting it was agreed that the Office of Personnel would establish an in-process goal of [REDACTED] technical and professional applicants for the Office of Communications in the initial quarter of FY-83. It is our understanding that this in-process goal would extrapolate to an annual yield of approximately [REDACTED] employees entering on duty. It was also agreed that OC's recruitment requirements would be reviewed and updated quarterly to ensure that our Office strength is maintained at authorized ceiling. (S)

3. As a result of our discussions we would like to revise our FY-83 professional and technical recruitment requirements as indicated on attachment. Our current planning calls for classes of [REDACTED] Telecommunications Specialists (TCS) each in October 1982, February and June of 1983. We are also planning classes of [REDACTED] Electronic Technicians (ETs) each in October 1982, January, April and July 1983. Our amended FY-83 recruitment requirements reflect only [REDACTED] in the initial quarter of FY-83 as we expect to EOD [REDACTED] in the waning months of FY-82. (S)

I RECALL  
THAT WE  
SAID WE WOULD  
REVIEW AFTER  
3 MOS WHEN OIC REQMT  
IS FIRMER.  
NOTHING ABOUT  
MAINTAINING  
STRENGTH.

WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

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4. In an effort to monitor our progress toward meeting our FY-83 goals, we have researched our FY-82 statistics and have determined that approximately 75% of the TCS applicant files and 57% of ET applicant files reviewed by OC are placed in process for employment. Assuming that these figures remain relatively constant, and that the current IN-PROCESS:EOD ratio of 4:1 does not fluctuate, we estimate that approximately [ ] TCS applicant files will be required annually to produce an annual yield of [ ] TCS EODs. Similarly, [ ] ET applicant files would be required to meet our FY-83 requirement of [ ] ETs. (S)

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5. We will monitor our progress closely and will keep you advised on a regular basis. We would very much appreciate your comments regarding the foregoing, particularly the methodology outlined in paragraph 4. Please advise if we can be of further assistance in this effort. (U)

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Attachment:  
As Stated

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Attached are graphics which display FY 83 manpower requirements by occupational groups. In order to make the graphics manageable, the occupational codes have been grouped into families (see Attachment A.) and then further consolidated into (9) general categories. These are:

### Occupational Family Group

3, 4, 5, 6, 7  
8, 9, 10

Intelligence Production, Support  
& Operations

12, 13, 14, 15, 16

Clerical

11, 18

Administration

17

Computer

1, 19

Management

21

Communications

24, 27

Engineering / Physical Sciences

30

Training

2, 20, 22, 23,

25, 26, 28, 29,

31-37

Chart 1 displays the FY 83 requirements as submitted to the Comptroller in the FY 83 budget submission. This chart indicates the area of greatest expansion will be the Intelligence Production, Support and Operations. This is followed by Engineering/Physical Sciences and then Computer Support. ~~This chart~~ There appears to be a relatively small new requirement for clerical support (6%), ~~and~~ for administration ~~and~~ (3%), ~~management~~ and for management (5%).

Chart 2 displays what the total FY 83 manpower requirement may look like. This chart takes into account ~~the~~ attrition ~~from~~ (at 5%) and distributes this attrition according to the pattern of hiring for FY 80 & FY 81. This chart still indicates that the ~~total~~ <sup>requirements</sup> hiring for Intell Production Support and Ops <sup>personnel</sup> will be higher than any other group. It ~~also~~ indicates the second highest ~~requirement~~ <sup>requirement</sup> for clericals followed by

Engineers.

Chart 3 shows what would happen if the 5% replacement requirements were distributed proportionally. The first column of this chart shows the <sup>average</sup> hiring pattern for FY 80 and FY 81 by occupational group.

The second column shows a proportional (based on group size) replacement level. The disconnect for the first two groups is a result of the clerical group acting as an internal source of supply for the Intell Production, Support and Ops group.

Chart 4 shows this same approach for the new FY 83 requirements. This chart makes it apparent that clerical and the "other" category which includes many of the support functions <sup>to</sup> may have been understated. This is particularly true when @ Chart 3 and the effect of feeder groups is taken into

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1. POLICY AND DIRECTION GROUP  
0000.00-0090.99
2. CAREER AND STUDENT TRAINEE GROUP  
  
Career Trainee Series  
(GS-0090.00-GS-0090.99)  
  
Professional Training Series  
GS-0098.00-GS-0098.99  
  
Student Trainee Series  
GS-0099.00-GS-0099.99
3. ECONOMICS (INTELLIGENCE AND SOCIAL SCIENCE) GROUP  
  
Social Science Series  
GS-0101.00-GS-0101.99  
  
Economic Series  
GS-0110.00-GS-0110.99
4. INTELLIGENCE PRODUCTION: GENERAL RESOURCES GROUP  
  
Intelligence General Subseries  
GS-0132.00-GS-0132.19  
  
Intelligence Resources Subseries  
GS-0132.20-GS-0132.29
5. INTELLIGENCE: PROCESSING, REPORTS AND ESTIMATES GROUP  
  
Intelligence Processing Subseries  
GS-0132.30-GS-0132.49  
  
Intelligence Information Reports  
and Estimates Subseries  
GS-0132.50-GS-0132.69
6. INTELLIGENCE: OFFICER PROGRAM, MILITARY GROUP  
  
Intelligence Officer Program  
Evaluation Subseries  
GS-0132.70-GS-0132.79  
  
Military Intelligence Research Series  
GS-0133.00-GS-0133.99
7. INTELLIGENCE OPERATIONS: GENERAL, PSYCHOLOGICAL, POLITICAL,  
FOREIGN INTELLIGENCE GROUP



**ADMINISTRATIVE - INTERNAL USE ONLY**

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Intelligence Operations General Subseries  
GS-0136.00-GS-0136.09

Paramilitary Operations Subseries  
GS-0136.10-GS-0136.29

Psychological and Political Operations Subseries  
GS-0136.30-GS-0136.49

Foreign Intelligence Operations Subseries  
GS-0136.50-GS-0136.59

8. OPERATIONS SUPPORT GROUP

Operations Support Subseries  
GS-0136.60-GS-0136.79

9. INTELLIGENCE OPERATIONS RESEARCH GROUP

Intelligence Operations Research Subseries (ci)  
GS-0136.80-GS-0136.99

Intelligence Operations Research Assistant  
GS-0303.12

Intelligence Operations Research Clerk  
GS-0303.13

Intelligence Operations Research Clerk-Typing  
GS-0303.14

Intelligence Operations Research Clerk-Stenography  
GS-0303.15

10. GEOGRAPHY, HISTORY GROUP

Geography Series  
GS-0150.00-GS-1500.99

Equal Employment Opportunity Series  
GS-0160.00-GS-0160.99

History Series  
GS-0170.00-GS-0170.99

History Clerical and Assistant Series  
GS-0171.00-GS-0171.99

11. PERSONNEL ADMINISTRATION GROUP  
GS-0200.00-GS-0299.99

12. GENERAL CLERICAL AND ADMINISTRATIVE GROUP

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Miscellaneous Administration and Program Series  
GS-0301.00-GS-0301.99

Intelligence Clerk (through GS-06)  
GS-0303.03

Operations Support Assistant  
GS-0303.07

Cryptic Reference Clerk (Through GS-6)  
GS-0303.08

Cryptic Reference Assistant (GS-07 through  
GS-09)  
GS-0303.09

Liaison Assistant  
GS-0303.10

Staff Assistant  
GS-0303.11

Clerk-typing  
GS-0303.16

Clerk  
GS-0303.17

Intelligence Assistant (GS-07 through GS-09)  
GS-0303.18

Intelligence Clerk-Stenography (Through GS-06)  
GS-0303.19

Intelligence Clerk-Typing (Through GS-06)  
GS-0303.20

### 13. COURIER GROUP

Courier Series  
GS-0302.00-GS-0303.99

### 14. INFO RECEPTIONIST, INFO CONTROL AND RECORDS, CORRESPONDENCE CLERK STENO AND REPORTS GROUP

Information Receptionist Series  
GS-0304.00-GS-0304.99

Information Control and Records Series  
GS-0305.00-GS-0305.99

Correspondence Series  
GS-0309.00-GS-0309.99

Clerk Stenographer and Reporter Series  
GS-0312.00-GS-0312.99

**15. SECRETARY GROUP**

Secretary Series  
GS-0318.00-GS-0318.99

**16. CLERK TYPIST GROUP**

Clerk Typist Series  
GS-0322.00-GS-0322.99

**17. COMPUTER SYSTEMS ADMINISTRATION, COMPUTER OPERATION,  
COMPUTER SPECIALIST, COMPUTER AID AND TECHNICIAN  
GROUP**

Computer Systems Administration Series  
GS-0330.00-GS-0330.99

Computer Operation Series  
GS-0332.00-GS-0332.99

Computer Specialist Series  
GS-0334.00-GS-0334.99

Computer Aid and Technician Series  
GS-0335.00-GS-0335.99

**18. ADMINISTRATIVE ASSISTANT AND OFFICER, OFFICE SERVICES  
SUPPORT & SUPERVISION GROUP**

Administrative Assistant and Officer Series  
GS-0341.00-GS-0341.99

Office Services Support and Supervision Series  
GS-0342.00-GS-0342.99

**19. MANAGEMENT ANALYSIS, MANAGEMENT SPECIALIST, PROGRAM  
ANALYSIS GROUP**

Management Analysis Series  
GS-0343.00-GS-0343.99

Management Specialist Series  
GS-0344.00-GS-0344.99

Program Analysis Series  
GS-0345.00-GS-0345.99

20. OFFICE MACHINE, DATA CONVERSION, CODING, ELECTRIC ACCOUNTING, TELEPHONE

Equipment Operator Series  
GS-0350.00-GS-0350.99

Coding Series  
GS-0357.00-GS-0357.99

Electric Accounting Machine Operation Series  
GS-0359.00-GS-0359.99

Electric Accounting Machine Project Planning Series  
GS-0362.00-GS-0362.99

Telephone Operating Series  
GS-0382.00-GS-0382.99

21. TELEGRAPHIC TYPEWRITER, COMMUNICATION, GENERAL MANAGEMENT, SPECIAL GROUP

Telegraphic Typewriter Operating Series  
GS-0385.00-GS-0385.99

Communications Management Series  
GS-0391.00-GS-0391.99

General Communications Series  
GS-0392.00-GS-0392.99

Special Communications Series  
GS-0393.00-GS-0393.99

22. ACCOUNTING AND BUDGET GROUP

Credit Union Series  
GS-0091.00-GS-0091.99

Accounting and Budget Group  
GS-0500.00-GS-0599.99

23. MEDICAL, MEDICAL INTELLIGENCE, PSYCHOLOGY GROUP

Psychology Series  
GS-0180.00-GS-0180.99

Psychology Aid and Technician Series  
GS-0181.00-GS-0181.99

Graphology Series  
GS-0182.00-GS-0182.99

Medical and Medical Intelligence Group  
GS-0600.00-GS-0699.99

24. ENGINEERING GROUP  
GS-0800.00-GS-0899.99

25. LEGAL GROUP  
GS-0900.00-GS-0999.99

26. INFORMATION & ARTS GROUP

Scientific Linguist Series  
GS-0195.00-GS-0195.99

Information and Arts Group  
GS-1000.00-GS-1099.99

27. PHYSICAL SCIENCES GROUP  
GS-1300.00-GS-1399.99

28. LIBRARY AND ARCHIVES GROUP  
GS-1400.00-GS-1499.99

29. MATHEMATICS, STATISTICS AND CRYPTOGRAPHIC GROUP  
GS-1500.00-GS-1599.99

30. TRAINING GROUP  
GS-1700.00-GS-1799.99

31. SECURITY, INVESTIGATION AND INSPECTION GROUP

Safety Management Series  
GS-0018.00-GS-0018.99

Security, Investigation, and Inspection Group  
GS-1800.00-GS-1899.99

32. BUSINESS, INDUSTRY, EQUIPMENT, FACILITIES SERVICES,  
LOGISTICS TRANSPORTATION GROUP

Business and Industry Group  
GS-1100.00-GS-1199.99

Equipment, Facilities and Services Group  
GS-1600.00-GS-1699.99

Logistics Group  
GS-2000.00-GS-2099.99

Transportation Group  
GS-2100.00-GS-2199.99

33. BIOLOGICAL & VETERINARY SCIENCE GROUP  
GS-0400.00-GS-0499.99

34. TRADES, CRAFTS AND LABOR GROUP  
GS-2200.00-GS-2299.99

Wage Board  
WG, WL, or WS-4000.00-4999.99

Domestic Services Group  
WG, WL, or WS-4000.00-4099.99

Crafts Group  
WG, WL, or WS-4200.00-4299.99

Equipment Operating Group  
WG, WL, or WS-4400.00-4499.99

Warehousing Group  
WG, WL, or WS-4600.00-4699.99

Labor Group  
WG, WL, or WS-4800.00-4899.99

35. PRINTING, PAPER MAKING, PHOTOGRAPH BOOKBINDING  
GROUP

Lithographic and Printing Wage Board  
WI-5000.99-5999.99

Government Printing  
GP-6000.00-6999.99

Graphic Arts  
GA-7000.00-7999.99

36. FIREFIGHTER AND GUARD GROUP

Fire-Fighting and Fire-Prevention Series  
GS-0081.00-GS-0081.99

GUARD SERIES  
GS-0085.00-GS-0085.99

37. MILITARY MOS AND SPECIALTIES GROUP

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